

**ST. MARY'S COUNTY
BOARD OF COUNTY COMMISSIONERS' MEETING
Tuesday, May 28, 2013**

Present: Commissioner President Francis Jack Russell
Commissioner Lawrence D. Jarboe
Commissioner Todd B. Morgan
Commissioner Cynthia L. Jones
Commissioner Daniel L. Morris
Dr. Rebecca Bridgett, County Administrator
Sharon Ferris (Recorder)

CALL TO ORDER

Commissioner President Russell called the business meeting to order at 9:00 am in the Chesapeake Building meeting room, Governmental Center.

APPROVAL OF MINUTES

Commissioner Jones moved, seconded by Commissioner Jarboe, to approve the minutes of May 21, 2013, as presented. Motion carried 5-0.

PROCLAMATION PRESENTED FOR LIONS CLUB ANNUAL CRAB FESTIVAL

COUNTY ADMINISTRATOR

1. Draft Agenda for June 4 and 11, 2013.
2. **Sheriff's Office** (*Brian Eley, Civilian Administrator; Pam McKay, Accreditation Manager; Tim Ailsworth, Executive Director, LGIT*)

Commissioner Jarboe moved, seconded by Commissioner Morris, to accept the LGIT Training Grant, OT1306, from the Local Government Insurance Trust on behalf of the Sheriff's Office, in the amount of \$8,800 and to authorize Commissioner President Russell to execute the related budget amendment increasing the project budget by \$8,800. Motion carried 5-0.

3. **Department of Economic and Community Development** (*Steve Anderson, Director*)

Commissioner Jones moved, seconded by Commissioner Morgan, to approve and authorize Commissioner President Russell to execute the Memorandum of Understanding between the Southern Maryland Navy Alliance and the Board of County Commissioners for St. Mary's County in the amount of \$75,000 for FY2013 and authorize the funds to be expended. Motion carried 4-1. Commissioner Jarboe voted nay.

4. Department of Emergency Services & Technology (*Bob Kelly, Director*)

Commissioner Morris moved, seconded by Commissioner Morgan, to approve and authorize Commissioner President Russell to execute the U. S. Homeland Security Department GAN adjustment forms to close out the following grants – the 2011 Emergency Management Performance Grant, Project US1212; the 2010 Citizen Corps Program, Project US1166; and, the 2009 State Homeland Security Program, Project US1020, and also approve and authorize Commissioner President Russell to execute the related budget amendment to realign \$89 left in the Projects to the Supplemental Reserves. Motion carried 5-0.

Commissioner Morris asked if the Veterans Home in Charlotte Hall could get an AED device for their facility from this grant. Mr. Kelly replied, “Yes,” and that a needs assessment should be done to determine the number needed.

Commissioner Morris moved, seconded by Commissioner Morgan, to approve and accept the spending plan changes under the 2010 State Homeland Security Program, Project US1120, from the U.S. Department of Homeland Security on behalf of Emergency Services & Technology in the amount of \$34,758 to outfit 17 Sheriff vehicles with AED’s as recommended by the County’s Jurisdictional Medical Officer. Motion carried 5-0.

5. Department of Public Works and Transportation (*George Erichsen, Director*)

Boundary Line Adjustment Plat for Woods at Myrtle Point, Section 1, Phase 2 Subdivision

Commissioners Jarboe asked if property owners in the neighborhood had been notified by the County or the Developer of the proposed boundary line adjustment. Mr. Erichsen’s response was “No.” Commissioner Morgan suggested that the Developer put out a public notice of record. Mr. Erichsen will request that the Developer post a public notification and bring this item back to Commissioners for a vote at a later date.

Commissioner Jones moved, seconded by Commissioner Morgan, to approve and authorize Commissioner President Russell to initial the Grant Application to the Federal Aviation Administration and authorize the DPW&T Director (FAA Authorized Representative) to sign and forward the Grant Application on behalf of the St. Mary’s County Regional Airport in the amount of \$543,327 for the purpose of Design Services to Relocate Airport Rd/Taxiway “A” and Lawrence Hayden Road in support of the approved Airport Master Plan and in accordance with the St. Mary’s County Board of County Commissioners (Sponsor) executed Master Agreement. Motion carried 5-0.

Commissioner Morris moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to execute the budget amendment moving \$64,731 from the Critical Building Maintenance and Repair Project (PF 0804) to the Critical Building Maintenance and Repairs Project (PF 1307). Motion carried 5-0.

Commissioner Jarboe moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the budget amendment to return \$22,020 from the St. Andrew's Area D Project (SW 0302) to the FIN13 Capital Reserve. Motion carried 5-0.

6. Department of Recreation and Parks (*Brian Loewe, Director; David Guyther, Parks Manager*)

Commissioner Morris moved, seconded by Commissioner Jones, to approve and authorize Commissioner President Russell to execute the budget amendment closing out a portion of the Recreation Facility Improvement Project #RP0903 and returning unspent funds in the total amount of \$7,648 to the FIN13 Capital Reserve accounts. Motion carried 5-0.

Commissioner Jones moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to execute the budget amendment closing out the Fox Harbor Landing Project #PL0901 and returning the remaining project funds in the amount of \$2,224 to the FIN13 Capital Reserve. Motion carried 5-0.

Commissioner Morgan moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the budget amendment closing out the St. George's Island Pier Project #PL1001 and the River Springs Public Landing Project #PL1002 and returning the remaining project funds in the amount of \$1,753 to the FIN13 Capital Reserve. Motion carried 5-0.

Commissioner Jarboe moved, seconded by Commissioner Morris, to approve and authorize Commissioner President Russell to execute the budget amendment transferring funds from the Supplemental Reserve Account to the County-wide Maintenance Grant, Projects MD0908 and MD1108, in the total amount of \$1,753. Motion carried 5-0.

7. Department of Aging and Human Services (*Lori Jennings-Harris, Director; Cynthia Brown, CSA Coordinator and Division Manager*)

Commissioner Jones moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to execute the FY2014 Shelter Plus Care Grant Agreement documents related to Project # US1496 from the Maryland Mental Hygiene Administration on behalf of the St. Mary's County Department of Aging and Human Services for the provision of the Shelter Plus Care Housing Program in the amount of \$174,152, the related budget amendment and the related

Memorandums of Understanding demonstrating the grantor's required In-Kind Community Service Match from 3 partnering agencies in the amount of \$63,793. Motion carried 5-0.

Commissioner Morris asked Ms. Brown to provide an update on the number of individuals on the waiting list for Section 8 housing.

Commissioner Morris moved, seconded by Commissioner Jarboe, to approve and authorize Commissioner President Russell to execute the FY2014 CSA MOU Services/Administrative Grant documents related to Project #'s MD1453, 1482, 1484, 1485, 1486, 1490, and 1492 from the Maryland Mental Hygiene Administration in the amount of \$354,793 and the related sub-recipient agreements between the County and Correctional Mental Health Services, Three Oaks Center and On Our Own of St. Mary's County. Motion carried 5-0.

8. Department of Finance (*Elaine Kramer, CFO*)

Commissioner Morgan moved, seconded by Commissioner Jarboe, Motion: to approve and authorize Commissioner President Russell to execute the two budget amendments: one, reducing the project budget of the College of Southern Maryland Wellness Center by \$37,917, to the FIN13 Capital Reserve, and two, realign the funding sources of the ADC Renovation Project from Unsold Bonds to Transfer Tax, in the amount of \$999,031. Motion carried 5-0.

HISTORIC PRESERVATION COMMISSION: ANNUAL AWARDS

Present: Grace Mary Brady, Historic Preservation Planner, LUGM
Carol Moody, Chair, Historic Preservation Commission,
Historic Preservation Commissioner members: George Donely, Mary Farrar,
Robert Gibbs, Scott Lawrence, Linda Reno, and Michael Smolek

The following Historic Project and Service Awards were presented:

Service Award - **Dr. Julia King** for her work in publishing the *Slack Water* series.

Service Award - **Dr. and Mrs. James Clifton** for the Foxwood Farm Archaeological Exploration project.

Project Award - **Rear Admiral Gus Eggert (Ret)** for his work at the Patuxent River Naval Air Museum (*Frank Eggert accepted on behalf of his father*).

Posthumous Lifetime Achievement Award - **Mrs. Elizabeth "Beth" C. McCoy** for years of historic preservation. Mrs. McCoy's son Mark and daughter Muffin Padukiewicz accepted on behalf of the family.

Service Award - *St. Mary's County Historical Society* for 60 years of publishing the *Chronicles of St. Mary's*.

Service Award - **Rob Gibbs** for more than six years of work on the St. Mary's County Cemetery Project.

Service Award - **Jimmy Dicus** for his work at Summerseat Farm.

Project Award - **Dr. Gordon Blackistone Hughes and Mrs. Myra Hughes** for the restoration of River Springs.

ST. MARY'S COUNTY SOIL CONSERVATION DISTRICT: REQUEST FOR LETTER OF SUPPORT TO DEVELOP A SHORELINE MANAGEMENT PLAN FOR ST. MARY'S COUNTY

Present: Bruce Young, District Manager, St. Mary's County Soil Conservation District
Scott Hardaway, Marine Scientist Supervisor, Virginia Institute of Marine Science
Sue Veith, Environmental Planner, Dept. of Land Use and Growth Management

The St. Mary's County Soil Conservation District is requesting a letter of support for a project proposed by the Virginia Institute of Marine Science, with support from the St. Mary's County Soil Conservation District and Maryland Sea Grant Extension, to develop a Shoreline Management Plan for St. Mary's County. An application for funding will be submitted to the National Fish and Wildlife Foundation. The estimated amount of the grant, including matches, is \$200,000. Mr. Young noted that they are currently looking at in-kinds between the Virginia Institute of Marine Science and the University of Maryland, as well as potentially some County match, such as the Department of Land Use and Growth Management staff time for the GIS component. The proposed Shoreline Management Plan will tie the physical and hydrodynamic elements of tidal shorelines to the various shoreline protection strategies available. The goal of the plan is to prevent loss of land, enhance water quality, protect habitats and provide access to the bay. Mr. Hardaway outlined the data collecting process, explained the final product of the study, and provided a copy of the Shoreline Management Plan prepared by the Virginia Institute of Marine Science for Matthews County, Virginia.

Commissioner Jarboe noted the challenge is how to make sure the eventual recommendations and guidelines will not be used by a government agency to turn them into requirements.

Commissioner Jones moved, seconded by Commissioner Morgan, to sign and submit to the National Fish and Wildlife Foundation a letter of support for funding for development of a Shoreline Management Plan for St. Mary's County.

Commissioner Morris agreed with Commissioner Jarboe's concerns and asked for more time to study this request. Commissioner Morgan agreed and withdrew his second to the motion. The presenters were asked to provide the Commissioners with a copy of the grant request document and the support letter from Matthews County.

APPROVE FINAL FISCAL YEAR 2014 ST. MARY'S COUNTY BUDGET AND SET TAX RATES

Present: Elaine Kramer, Chief Financial Officer
Jeannett Cudmore, Deputy Finance Director

The final budget package for Fiscal Year July 1, 2013, through June 30, 2014, was presented and summarized by Ms. Kramer.

There is no change in property tax rates for this year. The Fund Balance will be used for one-time non-recurring expense items that include \$1M for County's OPEB trust, \$2M for BOE's OPEB trusts, \$275,000 to address issues that may arise due to BRAC or sequestration, and \$9.9M for the Spring Ridge Middle School Renovation. Not all the fund balance is being programmed to allow flexibility to react to immediate unplanned needs. There is an increase in the County budget of 5.2%, however, without the one-time items in the Departments of Economic and Community Development and Emergency Services and Technology and the impact of the grants, the new increase in budgeted funds for County departments is just under 2% from last year. County Employees will receive a two-Step/Merit increase and equivalent for Regular and Regular Part Time employees, top of grades will receive a one-time \$800 stipend, and hourly employees will receive a 2% increase. The FY14 budget reflects an increase from the FY13 budget for the Sheriff's Office, the College of Southern Maryland and the Board of Education. The Board of Education funding increased to \$89.8M, although the state mandated Maintenance of Effort only required \$83.5M. Non-Profit organizations were funded at the same rate as last year. Ms. Kramer emphasized that in FY2014 the County will be operating at FY1999 levels.

The Commissioners clarified that the \$20,000 approved for the College of Southern Maryland Foundation was for scholarships for any type of medical professional, not just nurses, and that recipients must be residents of St. Mary's County. Commissioner Russell said he would like the college to define the parameters of the scholarships as to time and amount. Ms. Kramer will obtain an outline of the program and provide to the Commissioners.

Commissioner Jones moved, seconded by Commissioner Morgan, (1) to approve and execute the revenue ordinance for FY 2014, which sets the tax rates; (2) to approve and execute the appropriation ordinance for FY 2014, which identifies Appropriations; and, (3) to approve the FY2014 budget, as set forth in the schedules and documents included in the submission, which includes the schedule of pay differentials, premium pay and insurance premiums and confirmation of the Fund Balance Plan and to execute the "budget estimate" page evidencing our approval of the itemized budget. Motion carried 4-1. Commissioner Jarboe voted nay.

COMMISSIONER'S TIME

The Commissioners highlighted events of the past week.

ADJOURNMENT

Commissioner Russell adjourned the Board of County Commissioners meeting at 12:00 noon.

Minutes Approved by the Board of County Commissioners on _____

Sharon Ferris, Senior Administrative Coordinator (Recorder)